

Government of West Bengal
Department of Personnel and Administrative Reforms
Training Cell
State Secretariat, Nabanna, 7th Floor,
325, Sarat Chatterjee Road, Howrah – 711 102
Ph No. 033- 2253 5281; e-Mail: wbpar.trainingcell@gmail.com

No. 216 -PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 13th of October, 2023

From: The Special Commissioner in the Dept. of Personnel & Administrative Reforms

To: Shri Hindole Datta
Associate Professor & E.O. Special Secretary, Govt. of West Bengal
Netaji Subhas Administrative Training Institute, West Bengal,
FC Block, Sector – III, Salt Lake City,
Kolkata – 700 106.

Sub: Non-Residential Training Programme for Newly Appointed Lower Division Assistants
from 01-10 November, 2023 at NSATI

In connection with the above, the undersigned is directed to state that the following 30 (thirty) L.D. Assistants posted in various Departments/Offices of the West Bengal Secretariat have been nominated (table below) to undergo the induction training to be held at NSATI, WB, **from 1st November, 2023 to 10th November, 2023** (8 working days) during office hours, as communicated in his Memo No. 148-AP(HD)/2023 dated 12/10/2023. Departments may nominate any other L.D. Assistant(s) who was/were appointed in the said post in between 04/01/2022 and 03/08/2023 if the nominated L.D. Assistant(s) is/are unable to attend the said training.

Sl. No.	Name	Department
1.	SHRI SANDIP KUMAR GHOSH	Agriculture
2.	SMT. SUKANYA CHAKRABORTY	Agriculture
3.	SHRI TAPAS TAPADAR	Backward Classes Welfare
4.	SHRI JAYANTA SARKAR	Backward Classes Welfare
5.	SHRI BINOD BIHARI HANSDA	Backward Classes Welfare
6.	SHRI RIPON KUMAR DAS	Consumer Affairs
7.	SHRI GOBINDA BISWAS	Finance
8.	SHRI ABHIJIT DAS	Finance
9.	SMT. SWATI MANDAL	Food Processing Industries and Horticulture
10.	SHRI BISWAJIT DHAR	Home and Hill Affairs
11.	SHRI PROSENJIT PRAMANIK	Home and Hill Affairs
12.	SMT. MENUKA DIYALI	Home and Hill Affairs
13.	SHRI SOURAV SANKAR BASU	Home and Hill Affairs
14.	SHRI SANTANU MANDAL	Irrigation & Waterways
15.	SHRI SAURAV PAL	Land & Land Reforms and Refugee Relief & Rehabilitation
16.	SHRI SILADITYA HALDER	Land & Land Reforms and Refugee Relief & Rehabilitation
17.	SHRI AVIK KUMAR MONDAL	Law
18.	SHRI PROSUN MUNSI	Paschimanchal Unnayan Affairs
19.	SHRI RITAM NAG	Personnel and Administrative Reforms
20.	SHRI ASHANKUR BISWAS	Personnel and Administrative Reforms
21.	SHRI SANDIPAN ADHIKARY	Personnel and Administrative Reforms
22.	SHRI LITAN BISWAS	Tourism
23.	SHRI RAHUL HOWLADER	Tribal Development
24.	SHRI BIPLAB MALLICK	Urban Development & Municipal Affairs

25.	SMT. CHAITALI HALDER	Women & Child Development and Social Welfare
26.	SMT. ANURADHA JAISWAL	Women & Child Development and Social Welfare
27.	SMT. PIYALI MARIK	Women & Child Development and Social Welfare
28.	SMT. MONALISA GHOSH	West Bengal Administrative Tribunal
29.	SMT. DEBASREE SADHUKHAN	West Bengal Administrative Tribunal
30.	SHRI GOURANGA BISWAS	Kolkata Pay & Accounts Office-II

This nomination may please be accepted and the participants list may be sent to this department immediately after completion of the training, together with an appraisal on the trainees/ participants.

Sd/-

Special Commissioner

No. 216/1(17)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 13th of October, 2023

Copy forwarded to the Commissioner/ Special Secretary/ Joint Secretary/Registrar/Pay & Accounts Officer,

.....Department, with the request to kindly allow the official(s) concerned to participate in the said training and send their details to NSATI (e-mail ID: atiwbtrainingcourse@gmail.com) in the following format latest by 31/10/2023 with an intimation to this Department (e-mail ID: wbpartrainingcell@gmail.com). He is requested to nominate any other L.D. Assistant(s) who was/were appointed in the said post in between 04/01/2022 and 03/08/2023 if the nominated L.D. Assistant(s) is/are unable to attend the said training.

Name of the Trainee	M/F	Name of the Dept.	Contact No. Mobile No. with Whatsapp facility	Correct Email id	Home Address

Special Commissioner

No. 216/2(30)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 13th of October, 2023

Shri/Smt.....
He/ She is requested to attend the above mentioned training with the prior approval of his/ her controlling authority and reach NSATI by 09: 00 AM on the first day of the said training. The particulars of this training are enclosed herewith.

Assistant Secretary

No. 216/3(2)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 13th of October, 2023

Copy forwarded for necessary action to:

1. The I. T. Cell of this Department to upload the Memo on the website of this Dept.
2. The Section Officer, Training Cell of this Department.

Assistant Secretary

Administrative Training Institute
Govt. of West Bengal
Introduction Training for Newly Recruited /Promoted LDAs

Day/Date	10-11(1Hour)	11-12(1 Hour)	12-12.15	12.15-1.15(1Hour)	1.15-2.00	2.00-3.30(1.30Hour)	3.30-3.45	3.45-5.15 (1.30Hour)	5.15-6.15(1 Hour)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Day 1	Secretariat manual with special reference to office establishment and inter departmental references including Rules of Business	Office procedure- a)Discipline in attendance and completion of the work within the time allotted b)Receiving of Dak, diarising of letters,files and documents etc c)despatch of letters and keeping office copies and other process	Tea Break	a) Over view of W.B.S.R-Part One, b) indexing of files	Lunch	Office procedure- a) Acting arrangements b) Leave account c) Maintenance of service book and service record	Tea Break	Office procedure (accounts)-a)Preparation of salary bill, supplementary bill and arrears bill-chapter 1 of DDO's Handbook b)Preparation/checking of office expense bill/other charges/Grants-in-aid	
Day 2	Pre-Course Assessment, Communicative English	Session on Writing Memos & Notes	Tea Break	Session on Writing Memos & Notes	Lunch	Session on E-mail writing (part II)	Tea Break	Session on E-mail writing (part II)	Briefing on WBRTPS Act/rule
Day 3	Office procedure - Government property - Maintaining accounts of property and land - realization of rents.	Office procedure (accounts) -a) Preparation/ checking bill for recoupment of permanent advance or undisbursed cash. b) Preparation/ checking of bills for refund of Revenue and Revenue Deposits	Tea Break	Office procedure (accounts)-Budget procedures- preparation of Budget estimate and Revised estimate.		Office procedure (accounts)- a)Receipts of Government b)Procedure of filing receipted challan (TR FORM no.7) c) Bills claiming dues from Government-how to check such bills.	Tea Break	Basics of Government Accounting system	Office procedure (accounts)-Original grant, supplementary grant and re-appropriation
Day 4	a) Maintenance of case book b) Notings on amendment of Acts and Rules	Gender Sensitization	Tea Break	Death cum retirement benefits	Lunch Break	Office procedure (accounts)- a)Conditions to be satisfied for presentation of claims to the Kolkata PAO or a Treasury; DDO's Handbook First chapter b)Preservation of office copy of bill, voucher, sub voucher and documents relating to countersignature of bill	Tea Break	West Bengal Backward Classes (other than SC and STs) Reservation of Vacancies in Services and Posts Rules, 2012 West Bengal SC and ST (reservation of Vacancies in Services and posts) Rules, 1976	West Bengal Health Scheme

Administrative Training Institute
Govt. of West Bengal
Introduction Training for Newly Recruited /Promoted LDAs

Day 5	Cyber Security & GeM	Use of E-office for Office work	Tea Break	Use of E-office for Office work	Lunch	Use of E-office for Office work	Tea Break	Use of E-office for Office work	Office procedure a) Placing of letters and documents in file b) Maintenance of file register c) Stock maintenance of stationery and other articles including furniture and stored)keeping of files in Takid bundles (TB) with assistance of Record supplier, regular checking of T B
Day 6	IFMS	IFMS	Tea Break	HRMS	Lunch	HRMS	Tea Break	HRMS	
Day 7	Departmental Inputs	Activities of the Dept.	Tea Break	Structure of the Dept.	Lunch	Acts. Of the Dept.	Tea Break	Schemes of the Dept.	
Day 8	Departmental Inputs	Activities of the Dept.	Tea Break	Structure of the Dept	Lunch	Acts. Of the Dept.	Tea Break	Schemes of the Dept.	